

NOTIFICATION OF AWARDED CONTRACT  
FOR  
FOOD/CAFETERIA SERVICES STATE CAPITOL COMPLEX T-1811

1.0 Purpose and intent

To solicit bids from experienced food service operators to manage, operate and maintain the food service facilities at the State of New Jersey, State Capitol Complex.

1.1 Period of contract: This shall be a three (3) year contract with two one year options pursuant to section 6.1.

2.0 Background

This RFP will result in a vendor providing food service to the State of New Jersey at the State Capitol Complex Cafeteria. The successful contractor will provide to the State a percentage of gross receipts, while all utilities will be furnished by the State with the exception of telephone and refuse such as grease and cooking oils.

The cafeteria will occupy an area of approximately 4,983 square feet. There will be a kitchen service area of 2,138 square feet composed of food preparation and food distribution areas. The remaining 2,845 square feet, will seat up to 150 people at a time. (see attached for sample menu profile).

The population of the Complex is approximately 1,200. There are large swings in the attendance of the population depending on the day and month. The full compliment of people are on site most, Mondays and Thursdays from mid September to the end of June. There can be as few as 50 and as many as 500 members of the public visiting the buidling depending on the issues being addressed by the Legislators.

In addition, 32,000 visitors tour the State Capitol Complex annually. The peak periods for touring visitors are March through June, October and November. (See attached for visitor touring totals).

3.0 Scope of Work

3.1 General

The contractor shall have the exclusive rights to operate, as an independent operator, the food service facilities at the State Capitol Complex. The contractor shall be responsible for all costs of operation of the said food service facilities.

The contractor will be responsible for all operating and maintenance costs of the food service facilities covered by this

RFP, and will hold the State harmless from any and all claims, demands, or liabilities on account thereof. All food and other supplies shall be purchased by the contractor; all managers and other supervisory personnel, cooks, chefs, kitchen help, waitresses, cleaning help, and other employees required by the contractor shall be employed by and paid the prevailing wages by the contractor. The prevailing wage rates may be obtained from the Department of Labor.

The contractor shall provide for all commodities; food; labor; materials; supplies, etc. to fully manage and operate the cafeteria at the State Capitol Complex in accordance with all RFP requirements. These items will include, but not be limited to the following:

3.1.1 The contractor must provide all food for the cafeteria.

3.1.2 The contractor must provide for the replacement, at the same equal quality, of the loss and breakage of the initial inventory of kitchen and serving equipment originally furnished by the State.

3.1.3 The contractor must provide for maintenance of all dining room and auxiliary furnishings in proper condition and repair, replacing all loss and breakage, with the exception of all dining room tables and chairs.

3.1.4 The contractor must provide for the maintenance, repair, and cleaning of all kitchen and serving equipment whether or not attached to the property, including but not limited to stoves, fryers, ovens, steamers, ventilation hoods, faucets and electrical work, refrigeration (including compressors and motors, etc.) minor electrical and plumbing.

The contractor must insure that all drains, including floor drains and traps, remain free flowing and clear of debris. The contractor at his/her own expense, will engage a professional service to remove any debris from clogged drains. It is the responsibility of the contractor to inform the Building Management of any outside contractor performing such work.

3.1.5 The contractor must provide for repairs and preventative maintenance of all kitchen equipment including items purchased by the State. The Department of Treasury will provide the contractor with warranty information on each kitchen equipment item purchased and installed by the State in the cafeteria. The contractor is required to maintain a log of each equipment repair made, including cost, on State-owned equipment. Additionally, the contractor responsible for the purchase and replacement of all filters every thirty (30) days. Codes require this filter be replaced as part of the conditions for operating the hood over the grill/duct fry area.

The contractor must provide for the inspection, maintenance, testing, and recharging of the ansol wet chemical kitchen range hood fire suppression systems. All work is to be performed in accordance with the following:

3.1.5.1 All standard parts related to annual testing and semiannual

inspection shall be included as part of the base testing and inspection. This includes, but is not limited to, fusible links, seals, safety pins, tags, etc.

3.1.5.2 The work to be performed is to be in compliance with the BOCA mechanical code, 1993 edition, the NFPA Standard #13, 1994 edition, and the NFPA Standard #72, 1993 edition, as referenced by the New Jersey Uniform Fire Safety Code. Compliance with the New Jersey Uniform Fire Safety Code is subject to inspection by the New Jersey Department of Community Affairs, Division of Fire Safety and/or the Department of the Treasury, Division of Property Management, Fire Safety Unit.

3.1.5.3 Spare cylinders shall be provided while any State cylinders are out of service for testing or recharge. The State's cylinders shall, in the end, be returned to the State.

3.1.6 The contractor must provide for the cleaning of the range hood exhaust system in accordance with the following:

3.1.6.1 Degrease and clean the kitchen exhaust hood systems, including all surfaces and lighting. Fire suppression equipment should be cleaned daily of grease, as well as receive quarterly cleaning.

3.1.6.2 Degrease and clean the remote serving line exhaust system, including all surfaces, lighting, and fire suppression equipment.

3.1.6.3 Degrease, scrape, and clean all end of line kitchen exhaust fans.

3.1.7 The contractor shall furnish and maintain all office equipment, including typewriters, adding and calculating machines, cash registers, etc. The contractor is fully responsible for all costs associated with the management, operation & maintenance of the food service facilities at the State Capitol Complex. Compliance with all specifications of this RFP, including but not limited to the following:

- a. Labor and labor relations.
- b. Laundry, paper, kitchen supplies, etc.
- c. Complete insurance coverage.
- d. Janitorial supplies, equipment and services as specified.
- e. Telephone expenses.
- f. Management salaries and fringe benefits.
- g. Trash and garbage removal. The contractor is specifically responsible to dispose of products that are not allowed to be disposed of in the Capitol Complex dumpster, including grease, on a weekly basis.

- h. Centralized purchasing of food and supplies (discounts are to be credited to the operation).
- i. Specifications for food and supplies.
- j. Personal and training departments.
- k. Menu planning by professional dietitians.
- l. Test kitchen and recipes.
- m. Training of all cafeteria employees.
- n. Financial responsibility for contracted services.
- o. Main office rent and expenses.
- p. Legal and professional advice.
- q. Field audits to check daily records and controls.
- r. Periodic visits by officers of the company.
- s. Monthly, quarterly and certified annual reports.

### 3.2 Facilities and Equipment

The contractor shall have use of the fully equipped, ready to operate food service facilities, which includes kitchen, dining rooms, auxiliary furniture, furnishings, and all other dining room and kitchen equipment owned by the State; an office with suitable desk, chair, table and filing cabinet for the exclusive use of the contractor and his managers; and such heat, refrigeration and utility services as may be reasonably required for the efficient performance of the contract. At the start of this contract, the State and the successful contractor will sign an acceptance of agreement for all items listed above.

The State reserves the right to use the dining room for activities unrelated to food service at the discretion of the Director's designated representative. Appropriate set-up and clean-up of these events is the responsibility of the State.

3.2.1 The contractor agrees to conserve utilities and treat all facilities and equipment with prudent care. The State's designated representative will report non-compliance to the Director of Purchase and Property for appropriate corrective action.

3.2.2 The contractor shall keep all of said fixtures and equipment in proper condition and repair, replace all loss and breakage and at the expiration of the contract, surrender same to the State in good operation condition. Once a year during the period of the contract, an inventory of all items will be taken. This inventory list is to be submitted to the State's designated representative.

3.2.3 The contractor will be responsible for all janitorial supplies, chemicals, equipment, and cleaning services required to ensure the cleanliness of the areas under his/her

control and occupancy, including but not limited to, equipment, kitchen tile, floors, walls, and storage & holding areas. The standards defined in Chapter 12 of the New Jersey State Sanitary Code relating to the operation and maintenance of a retail food establishment shall be met and maintained. The contractor is responsible for the cleaning of the food preparation/serving areas in accordance with the Sanitary code reference cited above. The dining area, defined in the attached diagram, will be cleaned in accordance with the attached dining area janitorial frequency list. Failure to maintain the cleaning activities, in accordance with the janitorial frequency list, may result in the Department of Treasury representative taking appropriate action within twenty-four (24) hours to rectify the problem. The Department of Treasury may engage an outside janitorial cleaning service, at the contractor's expense, to correct any deficiency in cleaning services. The Department of Treasury representative will periodically inspect the cafeteria premises for adherence to the New Jersey State Sanitary Code, as well as the janitorial cleaning service the contractor has agreed to perform. The contractor shall hire employees to perform the janitorial services or use the State's janitorial contractor on contract for the State Capitol Complex. No third party vendors or subcontractors will be allowed to perform janitorial services in the State Capitol Complex.

3.2.4 Preventive maintenance. The contractor must bear, at his own expense, all costs associated with preventive maintenance of the furnishings, fixtures, and equipment in the food service facilities at the State Capitol Complex.

3.2.4.1 The State will provide the contractor, at the pre-bid conference, with all available manufacturers' information describing required preventive maintenance. The contractor must provide all preventive maintenance, the cost of which will be borne entirely by the contractor.

3.2.4.2 The State has an ongoing, comprehensive, preventive maintenance program for all furnishings, fixtures, and equipment within the food service facilities. The contractor will be required to comply with the standards established by this program, including record keeping of maintenance performed. The contractor will be required to cooperate fully in supplying all documentation required to support the State's data based preventive maintenance management and control system. Information on this program will be available at the pre-bid conference.

3.2.4.3 When the contractor believes that an item of furniture, fixtures, or equipment supplied by the State for use in the performance of this contract has outlived its useful life, the contractor will notify the State's designated representative of this fact. It is the State's responsibility to replace such items or to declare them as surplus property. The State will make the final determination as to repair or replacement of the item.

3.2.4.4 The contractor's failure to protect the State's investment in furnishings, fixtures, and equipment by full compliance with sections 3.2.4 thru 3.2.4.3 above may

constitute one of many possible "causes" for contract cancellations per section 3.5 of the standard terms and conditions of this RFP.

3.2.5 The contractor shall remove, several times throughout the day, all trash, garbage, and debris generated through food service facility operations, to the loading dock dumpster. The successful contractor must comply with all recycling requirements of the State of New Jersey and Mercer County. Recyclable and biodegradable products are to be used wherever possible. Foam products which are produced using chlorofluorocarbons (CFC's) which deplete the ozone in our stratosphere are forbidden at State facilities. Foam products manufactured without the use of CFC's are acceptable.

3.2.5.1 Contractor may be required to bear all costs of trash/garbage removal and must make arrangements for these services through the Building Management Office of the State Capitol Complex if the State determines the amount of trash to be excessive.

3.2.5.2 Contractor will be required to supply leakproof, enclosed carts or containers to transport garbage/trash from food service facilities to loading dock area. Where trash/garbage has to be carted through public corridors to the loading dock area, the contractor must make every attempt to complete the transport of these materials so as not to cause any inconvenience to the building occupants. The standards defined in Chapter 12 of the NJ State Sanitary Code, related to the operation and maintenance of a retail food establishment shall be met and maintained. Paper service is required, the contractor will be responsible for providing such paper service and maintaining an inventory adequate to meet an the emergency, and shall bear all costs.

3.2.6 Food supplies requiring equipment for dispensing, the cost of product which includes the prorated cost of the equipment and service, may not be purchased for use at the State facilities without prior approval of the State's designated representative.

3.2.7 The contractor must meet all sanitation and health regulations as set forth in chapter 12 of the New Jersey State Sanitary Code. It is understood that the premises shall be subject to inspection by the State Department of Health as well as by the State's designated representative. Satisfactory certification of compliance is required and must be conspicuously posted. The State reserves the right to inspect any time the sanitary conditions in all areas covered by this RFP.

The food handlers must conform to all sanitary regulations as they apply to the wearing of hair nets, sanitary gloves, etc.

All food service employees assigned to duty in the facilities covered by this RFP must agree to submit to health examinations before being hired and periodically as required by law, and to submit to the State's designated representative, satisfactory evidence of compliance with all health regulations.

3.2.8 The contractor must take steps within twenty-four (24) hours to correct conditions resulting in an unsatisfactory rating by the New Jersey Department of Health or the State has the right to intercede using its staff or contractors to correct such conditions. Reimbursement of actual cost must be made to the State by the contractor.

3.2.9 Painting and structural repairs to the food service facilities covered by this RFP are the responsibility of the State.

3.2.10 In an emergency, employees of the State Division of Property Management may be available to assist the contractor for emergency repairs. The contractor is to reimburse the State for such services in an amount equal to the gross hourly wages of the State employees, including fringe benefits, for the time actually spent on such services, and for the actual cost of materials used. The current hourly rate charged by the State is approximately \$30.00 to \$33.00 plus materials.

### 3.3 General Operating Requirements

#### 3.3.1 Cafeteria hours

3.3.1.1 In general, the food service facilities will be open from Monday through Friday, except State holidays, under the terms and conditions of this contract.

The State may use the Cafeteria for events after regular business hours.

-- The State may require the vendor to extend their hours on certain Mondays, Thursdays or other days that special events or sessions occur.

-- The State may use the cafeteria for these events catered by vendors other than contracted vendor.

-- Cleaning after these events shall be the responsibility of the caterer not the contracted vendor.

The State reserves the right to request weekend coverage from the vendor for event weekends. At some point in the future, weekend coverage may be on a regular basis.

3.3.1.2 A schedule of hours of service is to be prepared and submitted to the State's designated representative. Said schedule is subject to acceptance and approval of the State's designated representative. At a minimum, cafeteria serving hours are as follows:

3.3.1.2.1 Breakfast: 3 hours during the period 7:30 to 10:30 a.m.

3.3.1.2.2 Lunch: 3 1/2 hours during the period 11:30 a.m. to 3:00 p.m.

3.3.1.2.3 Session Days:  
September through July, on Mondays and Thursdays  
\*Breakfast: 3 hours during the period 7:30 to 10:30 a.m.

\*Lunch: 4 1/2 hours during the period 11:30 a.m. to 4:00 p.m.

3.3.1.3 No special functions may be held in the dining room during cafeteria hours without the approval of the State Capitol Joint Management Commission or their designated representative.

3.3.1.4 The contractor must not discontinue any cafeteria lines without approval of the State Capitol Joint Management Commission or their designated representative. As a minimum, the contractor must maintain grill, sandwich, salad, and hot entree' lines.

3.3.2 Based on the attached menu profile portions, selections, types of service, and menu plans proposed for the food service facilities covered by this RFP must be included in the vendor's proposal. Any variation from the proposal must be approved by the State Capitol Joint Management Commission or their designated representative before being put into effect.

3.3.3 The contractor may provide catering service at special functions when requested, including but not limited to teas, coffee hours, breakfast, luncheons, dinners, or buffets for special conferences within the State Capitol Complex. The contractor will not have exclusive rights to catering within the State Capitol Complex. The State cannot and will not guarantee any minimum amount of catering to be done by the contractor with the State Capitol Complex. The contractor may refuse any request for catering.

3.3.4 Record keeping and financial

Monthly financial statements are to be filed with the State's designated representative by the 15th calendar day following the end of the contractor's accounting period. The monthly report is to cover food service sales at the cafeteria covered by this RFP and must include the date, customer count, sales (dollars), and is to be broken down by meals (breakfast, lunch).

3.3.4.1 The contractor is required to develop a system whereby cash registers are read at the beginning and end of each day as a method of daily control.

3.3.5 On or before the 15th calendar day following the end of each month during the contract period, the contractor must pay to the State the amount of commission due & payable. A certified or cashiers Check payable to the Treasurer, State of New Jersey, must be sent within fifteen (15) days after the end of each month to the State's designated representative. Failure to remit within thirty days after the end of the previous month will result in interest charges at the rate established by the State Treasurer. The rate will be the same as established for the New Jersey Prompt Payment Act. Such failure will also be considered as one possible cause for contract termination in accordance with section 3.5 of the terms and conditions.

The contractor will be responsible for the collection, security, and accounting of all receipts from food service operations covered by this RFP. The contractor or his authorized representative will have prearranged monthly meetings with the State's designated representative to discuss the food service operation, types of food served, and any recommendations for the improvement of food service.

3.4 The contractor must have available support in the form of administrative, dietetic, and personnel supervision with visitation to the site covered by this RFP at least once



every two months or as requested by the State's designated representative.

3.4.1 All food service directors must be interviewed and approved by the State's designated representative at least seven (7) working days prior to assuming the position at the site covered by this RFP. Replacement or temporary management personnels are also subject to interview and approval by the State's designated representative as stated above.

The contractor will maintain an adequate staff of employees on duty at the food service facilities for the timely preparation and the efficient, prompt service of food. Distinctive uniforms provided by the contractor must be worn by all food service employees during their working hours.

The contractor will also provide adequate administrative, dietetic, and personnel supervision. If, in the judgment of the State, the contractor fails to provide sufficient staff, the State reserves the right to hire additional personnel to raise the level of service to that expected. The contractor must reimburse the State for all expenses.

One or more employees shall be designated to clean up spills, wash off tables and remove trash during all peak periods. The State shall determine if staffing is appropriate.

3.4.2 All employees of the contractor may be required to consent to and be cleared through a security check conducted by the New Jersey State Police. If such a check is required, each employee must provide the following information to the State Police:

3.4.2.1 Full name

3.4.2.2 Current address

3.4.2.3 Social security number

3.4.2.4 Date and place of birth

3.4.2.5 Written consent for fingerprinting.

3.4.3 The contractor must provide periodic training programs for the food service workers employed in response to this RFP. A copy of the training schedule, topics to be covered, and type of training is to be submitted to the State's designated representative for review. Typical subjects should include principles of food service sanitation, prevention of food-borne illnesses, use and care of equipment and utensils, portion control, methods of serving, and the like.

3.5 Menu pattern, prices, quality, and quantity

3.5.1 All menus must be submitted by the contractor to the State's designated representative for approval at least one (1) week in advance of the serving period. Contractor must print and distribute approved menus for the week by the preceding Thursday.

3.5.2 The State will provide cards and a locked box for collection thereof for customer comments regarding food appearance,

taste, portion size, service, etc. To be used as a guide for menu offerings and food service. The comments received will be discussed with the contractor's representative at the monthly meetings.

3.5.3 The bidder shall present, as part of the proposal, a comprehensive menu of foods to be served, including portions and prices. The menu may be modified to adjust for the seasonal availability of certain foods. The bidder should indicate in the proposal the proposed method to be used for controlling portion sizes. Menu additions and prices of same must be approved by the State's designated representative prior to being put into effect.

3.5.4 General price increases may be requested on a semiannual basis. Such increases must be based on a cost index which reflects increases or decreases from specified labor and material indexes.

Economic price adjustments for this contract will be on a cost index method based on an increase or decrease from specified labor or material cost indexes.

In the event there is a sharp increase in cost due to the scarcity of a given material or food, the individual item price increase may be requested in writing to the State's designated representative and must include documentation of the increased cost.

Price reduction may be made at any time during the contract period; the State's designated representative is to be notified in writing of such price reductions.

For the purpose of this provision, the following definitions apply:

a. The "labor index" shall be the average hourly earnings for eating and drinking places as determined and published monthly by the Bureau of Labor statistics of the U.S. Department of Labor in "employment and earnings".

b. The "materials index" shall be the finished consumer foods (table 2) as determined and published monthly by the Bureau of Labor statistics of the U.S. Department of Labor in "producer prices and price index."

c. The "base labor index" shall be the latest materials index which is published on the date the bid is awarded.

d. The "base materials index" shall be the latest materials index which is published on the date the bid is awarded.

e. An index is "published" when it appears in an issue of "employment and earnings" and "producer indexes" which can be obtained from the Washington or regional offices of the Bureau of Labor statistics.

Price increase requests should take the form of a letter detailing any increase in labor and/or food costs and should include a percentage breakdown of increased cost.

Example:            food    3%  
                     labor   2%  
                     -----

5% total

Price increases will be granted up to the percentage amount computed by using the escalation formula. If any request is received that is lower than this calculated figure, the lower of the two will be effective. Any request that is received that is over this calculated figure will be modified downward to coincide with this figure.

#### Adjustment for labor costs

a. For the purpose of price adjustment, 40% of an item's cost shall be deemed to represent the labor content.

b. The labor content shall be adjusted for any increase or decrease in labor costs. The adjustment for labor shall be equal to the difference between the base labor index at the award of contract and the latest base labor index published at the time when a semiannual review is conducted.

#### Adjustment for material costs

a. For the purpose of price adjustment, 60% of an item's cost shall be deemed to represent the material content.

b. The material content shall be adjusted for any increase or decrease in material costs. The adjustment for material shall be equal to the difference between the base material index at the award of contract and the latest base material index published at the time when a semiannual review is conducted.

#### Examples:

##### a. Labor index

start of contract	semiannual review	change
\$93.	\$101.	+8.6%

##### b. Material index

start of contract	semiannual review	change
157.8	173.4	+9.9%

##### c. Analysis

9.9% x 60% = 5.9% food  
8.6% x 40% = 3.4% labor

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9.3% or 9% increase

When dealing in one-tenths of one percent .5 or one half of one percent will be accepted. However, six-tenths or greater will be rounded up to the next whole figure while four-tenths or less will be rounded down to the next whole figure.

Once the calculations are completed and the acceptable percentage increase is arrived at the vendor will be notified. No food item may be increased beyond this agreed upon figure during the next six month period.

Due to a 4 - 6 week lag period in the publication of this data, it

should be understood that effective date of any increase would have to be contingent on receipt of this material. Therefore, a request for price increases beginning the first of December normally would not be granted prior to the second week of January.

In the event that an index is discontinued, equivalent indexes shall be substituted by mutual agreement of the parties.

3.5.6 The contractor shall maintain menu boards containing prices of all food items carried. A separate menu board shall be maintained for daily specials. These boards shall be provided by the contractor.

3.5.7 Where applicable, the contractor shall provide, "festive" meals during the year. The nature of each festive meal shall be determined in conjunction with the contractor, and the Director, Division of Purchase and Property, or his representative.

3.5.8 Each bidder shall submit with the bidding document a catering book which shall include representative menus, portions and prices. The catering book should state the amount of notice required to book a catered event. Prices for catered events that do not appear in the representative menu shall be subject to negotiation between the contractor and the State. The successful bidder will be required to print and distribute a catering brochure that will advertise the type of services available. This brochure shall be available by the contract start date.

3.5.9 It will be the contractor's responsibility upon conclusion of a catered function, to restore the area to the condition in which it was found prior to the function.

3.5.10 The contractor shall prepare all food to the greatest extent possible, on the day it is to be served. Salads and sandwiches should be prepared as close as possible to the time of serving. Preparation methods will follow good nutritional practices to insure that nutrient, textural and flavor characteristics of the foods are maintained.

3.5.11 The arrangement of food on plates and the display on the service line will be carried out to assure that maximum aesthetic appeal is obtained.

3.5.12 The contractor shall use standardized recipes for menu items. These will be subject to review and reasonable change by the Director of Purchase and Property in the event of documented complaints about specific items.

### 3.6 Project Management

3.6.1 The State's Project Manager or their designated representative has the authority to regulate said dining facilities and kitchen and the contractor's operation thereof as to the quality and quantity of food and beverage service; the method of service; opening and closing hours; safety; sanitation; and the maintenance of said premises, all of which shall be maintained at a level satisfactory to the State's Project Manager or his designated representative. The Project Manager or his designated representative, has the right to make reasonable changes to operating rules and policies and the contractor must comply with

such changes. The State's designated representative has the right of access to all areas of said premises at any time.

### 3.7 Evaluation of service

3.7.1 The Director, Division of Purchase and Property, shall have the right to form a food service committee composed of representatives from the State Capitol Joint Management Commission, Division of Property Management and the Division of Purchase and Property, to appraise and evaluate the operation. The contractor or his representatives may be required to attend all such food service committee meetings.

3.7.2 The Director or his/her representative shall have the responsibility and authority for on-the-spot evaluations of operations at any time.

3.7.3 The contractor or the contractor's authorized representative must meet as requested by the State with the Director, Division of Purchase and Property, or his/her representative(s), to discuss the food services, including types of food sanitation, maintenance of property, and cooperate at all times to maintain maximum efficiency and good public relations in the operation of services.

### 3.8 Sanitation

3.8.1 All Federal and State regulations will be adhered to in regard to personnel and maintenance of the food service facilities (loading areas, kitchens and dining rooms), including storage and removal of trash.

3.8.2 The State administration shall reserve the right to inspect sanitary conditions in each unit at any and all times. The contractor shall be required to meet the sanitation standards of the State.

3.8.3 All food shall be received and stored, prepared and served in accordance with regulations of Chapter 12 of the New Jersey State Sanitary Code.

3.8.4 Leftover foods must be kept to a minimum, refrigerated 45 degree or below in shallow covered pans after each meal and used promptly. All leftovers which require refrigeration shall be dated. Production control should be such that all leftovers may be run out as an additional selection within 24 hours of their initial meal service, or will be discarded. Production control worksheets must be kept on file in the operation for a 3 year period after the contract.

3.8.5 Any food which has been previously served to any other person or persons, or returned from any counter or table must be disposed. However, wrapped food which has not been unwrapped and which is wholesome may be reserved.

3.8.6 Conditional satisfactory ratings from the New Jersey Health Department are not acceptable. Conditions resulting in this rating must be corrected within the time allowed by the Health Department or, the State has the right to intercede using its staff. Reimbursement of actual cost shall be made by the contractor.

3.8.7 The contractor further shall permit the State Commissioner of Health or his authorized representative to inspect food in storage, preparation, transit or being served at the cafeterias.

### 3.9 Raw food purchasing specifications

3.9.1 The following specification represents minimum requirements which shall be adhered to for the purchase of food to be used under this contract. The proposal of operations shall provide complete details (i.e., fat content in hamburger) including how the vendor intends to audit quality of purchases.

- a. Beef and veal, U.S.D.A. Grade Choice
- b. Pork, lamb, and poultry, U.S.D.A. Grade A (#1)
- c. Eggs and dairy products, U.S.D.A. Grade A
- d. Frozen food, U.S.D.A. Grade A
- e. Fresh produce, Fancy
- f. Canned products, U.S.D.A. Grade A

3.9.2 All luncheon entrees will contain a minimum of two (2) edible ounces of meat, fish, poultry, eggs or cheese.

3.9.3 All other food and food products must be of comparable quality as defined above.

3.9.4 The Director, Division of Purchase and Property, or his/her representative shall be provided with documentation that purchasing specifications have been adhered to and such documentation will be provided with operating reports.

### 3.10 Special requirements

The contractor will provide breakfast and lunch in the State Capitol Complex.

3.10.1 General - the contractor shall operate and manage the food service functions at the State Capitol Complex Cafeteria. The contractor shall have the total responsibility of planning and supervising the preparation and serving of all food required in the cafeteria of the State Capitol Complex.

3.10.2 Working hours - The usual working hours of State employees who will be served by the cafeteria is 8:00 a.m. to 5:00 p.m.; however, these hours may vary. The usual lunch period for the employees is one hour. The usual coffee break for employees is 15 minutes in the morning and 15 minutes in the afternoon.

3.10.3 Population to be served - It is estimated that the resident population of the State Capitol Complex to be serviced by this food service facility is 1200.

This figure does not include anticipated visitors to the building, nor is it any indication that this total number will be in the buildings at any one given time.

3.10.4 Seating capacity - The seating capacities of the dining rooms are as follows:

State Capitol Complex main dining room - 150 catering services.

#### 3.10.5 Service requirements - type of service

- a. All meals, except as otherwise provided, shall be serviced on self-bussing basis under current conditions set forth by the Director of Purchase and Property or his/her designated representative. The contractor will provide personnel to follow up self-bussing by wiping down tables, vacuuming carpets, etc.
- b. The contractor may be requested to cater to functions including lunches, meetings and conferences, at charges mutually agreed upon in advance for such services based on the types of menu and services required. All catering will include complete bussing service.
- c. The contractor will maintain a calendar of catering reservations of the dining room(s). Dining room(s) will be reserved on a first come first serve basis between the contractor and tenants of complex.
- d. The sale of newspaper candy, cookies, tobacco, cigarettes and various forms of bottle and can sodas are under jurisdiction of the operator of the candy stands to be installed in any building by the Commission for the Blind.

#### 3.10.6 Workers contract

It is the responsibility of the contractor to comply with all Federal and State regulations regarding the hiring of employees.

### 4.0 Bidder's Information

#### 4.1 General

##### 4.1.1 Section References

All RFP section cross references within the Special Terms and Conditions, Specifications, Attachment Text, or Price Sheets are cross references within these sections and not to similarly numbered sections within the Purchase Bureau Standard Terms and Conditions unless specifically noted. The Purchase Bureau Standard Terms and Conditions are normally located on pages 2 through 6 of the RFP document.

4.1.2 Precedence of Purchase Bureau Standard Terms and Conditions Unless specifically noted, the Purchase Bureau Standard Terms and Conditions found on pages 2 through 6 of this RFP take precedence over any similar terms and conditions located in the Special Terms and Conditions, Specifications, Attachment Text, or Price Sheet sections of this RFP. Unless specifically noted, language found in the Special Terms and Conditions, Specifications, Attachment Text, or price sheet sections will serve to supplement but not to supersede the Purchase Bureau Standard Terms and Conditions.

#### 4.2 Questions and Inquiries

It is the policy of the New Jersey Division of Purchase and Property to accept questions and inquiries from all potential bidders who have received this RFP. A pre-bid conference has been scheduled on this procurement. The cutoff for questions will be at the conclusion of the pre-bid conference. Written questions

submitted at the pre-bid conference must be hand delivered to the Purchase Bureau representative/buyer.

Bidders are encouraged to submit questions in advance of the pre-bid conference so that answers may be prepared by the time of the conference. Lengthy or multiple questions should be submitted in writing. Short procedural inquiries may be accepted, by telephone, by the buyer noted on the coversheet to this RFP. Oral explanations or instructions given over the telephone before the award of the contract shall not be binding. Bidders are cautioned that all questions and inquiries regarding this RFP must be directed to the Purchase Bureau buyer listed on the coversheet of this RFP. Written questions should specifically reference the RFP page number and section number to which the question relates.

Bidders should not contact the using agency directly by telephone concerning this RFP except for directions to a site visit, inspection or conference.

Questions must be mailed or faxed to the attention of the assigned buyer at the following address:

State of New Jersey  
Purchase Bureau  
P.O. Box 230  
Trenton, New Jersey 08625  
Attention: (Anthony F. Genovese)  
Fax Number: 609-292-5170

A copy of all written questions should also be faxed to the following individual at the using agency:

Jenifer Osborn  
Division of Property Management  
P.O. Box 239  
Trenton, New Jersey 08625  
Fax Number: 609-292-4904

#### 4.3 Revisions to this RFP:

In the event it becomes necessary to revise, modify, clarify or otherwise alter the RFP for this procurement, revisions will be made in the form of addenda to this RFP and will be made and distributed as follows:

4.3.1 There is a mandatory pre-bid conference scheduled for this procurement, any addenda issued prior to the pre-bid conference will be distributed to all bidders that received the initial RFP. Any addenda issued at the time of or after a mandatory pre-bid conference will be distributed only to those bidders represented and properly registered at the pre-bid conference.

4.3.2 All addenda to the original RFP become part of this RFP and shall become part of the final contract resulting from this RFP.

#### 4.4 Pre-bid Conference:

A pre-bid conference has been scheduled for this procurement. The date, time and location are noted on the last page of the Special



Terms and Conditions section of this RFP and the date is also noted under item number 8 on the coversheet of this RFP. Bidders are cautioned to note whether a conference is optional or mandatory. If a pre-bid conference is mandatory, failure to attend will disqualify your firm from submitting a valid bid response proposal to this RFP. Bids will be automatically rejected from any firm that was not represented or failed to properly register at a mandatory pre-bid conference. The purpose of a pre-bid conference is to provide a structured and formal opportunity for the State to accept questions from bidders on the RFP document as well as to clarify the contents of the RFP. Any major revisions to the RFP as a result of the pre-bid conference, or answers to deferred questions, will be made in the form of written addenda to the original RFP. The State may also distribute additional background information or material at the conference.

#### 4.5 Oral Presentation/Clarification of Proposals

Bidders who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the State and/or submit written responses to questions from the State regarding their proposal. The purpose of the State's communication with a bidder (either through an oral presentation or a letter of clarification) is to provide an opportunity for the bidder to clarify or elaborate on his/her proposal. Original submissions cannot be supplemented, changed or corrected in any way. No comments regarding other bidders or proposals are permitted, and bidders may not attend presentations by their competitors.

Bidders must clearly understand that it is the State's sole option to determine which bidders, if any, will be invited to make oral presentations and/or supply written clarification. Bidders shall not construe the list of firms invited, if any, to imply acceptance or rejection of any bid(s). The Division of Purchase and Property, Purchase Bureau, will schedule the time and location of any such presentations, and will be the sole point of contact for any request for written clarification.

#### 4.6 Site Visits for Bidders' Review of Materials

##### 4.6.1 Site Visits

Will be held in conjunction with the pre-bid conference. Bidders must be prepared to ask all questions during the conference.

#### 4.7 Issuing Office:

This RFP is issued by the State Division of Purchase and Property, Purchase Bureau. The issuing office is the sole point of contact between bidders and the State for purposes of this RFP.

#### 4.8 Cost Liability:

The State of New Jersey assumes no responsibility and no liability for costs incurred by vendors prior to issuance of an agreement, contract or purchase order.

#### 4.9 Contents of Bid Proposal:

The entire contents of every bid response proposal that is publicly opened and read becomes a public record, notwithstanding any disclaimer by the bidder in the bid response proposal document.

All bid response proposals, being public records, are available for public review and inspection. Persons who wish to review bid response proposals must make an appointment with the Purchase Bureau. Inspection is subject to the rules of the Purchase Bureau.

#### 4.10 Price Alteration:

Bid prices must be typed or written in ink or the bid will be subject to the automatic rejection provisions of the administrative code. Any price change (including "white-outs") must be initialed, or that item will be disqualified. This policy is meant to protect both the State and the bidder.

#### 5.0 Definitions

Addenda - Addenda are written or graphic instruments issued by the Purchase Bureau which modify or interpret the RFP document(s) by additions, deletions, clarifications, or corrections.

All-Inclusive Hourly Rate - All direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. Hourly rates also include portal-to-portal expenses. Time spent in traveling to and from the work site or the employee's normal work station should not be included in any estimates.

Bidder - A person, partnership, firm, corporation, or joint venture submitting a bid response proposal for the purpose of obtaining a state contract.

Contractor - The bidder awarded a State contract to perform the services required by this RFP.

Director - The Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the contracting officer for the State of New Jersey.

Evaluation Committee - A committee established to review and evaluate bid proposals and recommend a contract award. The committee normally includes representatives of the using agency and central purchasing authority. Other members may be appointed from other agencies or political subdivisions as disinterested third parties.

Formal Date of Award - The effective date of the contract and work initiation.

Services - For purposes of this RFP, the definition of services shall be expanded to include not only time, labor, and effort, but also all materials, supplies, equipment or other tangible items necessary to satisfactorily complete the scope of work required by this RFP.

## 6.0 Special Contractual Terms and Conditions

### 6.1 Contract Extension

Any extension of this contract will be in done accordance with Section 3.2 of the Purchase Bureau Standard Terms and Conditions. This contract may be extended for one (1) or more period(s) of all or part of one (1) year with the aggregate time period of the original contract plus all combined extensions not to exceed five (5) years. In the event the public exigency requires, the Director may extend this contract beyond the period noted above.

### 6.2 Contract Continuity/Transitional Period

In the event the services are scheduled to end either by contract expiration or by termination by the State of New Jersey (at the State's discretion), it shall be incumbent upon the Contractor to continue the services, if directed by the State, until new services can be completely operational. Normally, this transitional period will not extend more than one hundred and eighty (180) days beyond the expiration date of the existing contract. The Contractor will be reimbursed for these services at the rate in effect when this transitional period clause is invoked by the State.

### 6.3 Prime Contractor Responsibilities

6.3.1 The State will consider the prime contractor to be the sole point of contact with regard to contractual matters and the prime contractor will be required to assume sole responsibility for the complete effort stipulated in the RFP. Payment will be made only to the prime contractor.

6.3.2 The prime contractor is responsible for assuring subcontractor compliance with all terms and conditions of this RFP. The prime contractor will assume sole responsibility for any payments due the subcontractor(s) under this contract.

### 6.4 Responsibility of the Contractor

The Contractor is responsible for the professional quality, technical accuracy and timely completion and delivery of all services, materials, equipment, or supplies furnished by the Contractor under this contract. The Contractor shall, without additional compensation, correct any deficiencies in its services, materials, equipment or supplies. The review, approval, acceptance, or payment for any of the services, materials, equipment, or supplies provided under contract shall not be construed as a waiver of any rights under the agreement or of any cause for action arising out of the performance of this contract. The Contractor's obligations under this clause are in addition to the Contractor's other expressed or implied assurance under this contract or State law and in no way will diminish any other rights that the State may have against the Contractor for faulty materials, equipment, or work.

### 6.5 Delivery and Damages

If circumstances beyond the control of the Contractor result in a late delivery, it is the responsibility and obligation of the

Contractor to make the details known immediately to the Purchase Bureau, 33 West State St., Trenton, New Jersey and the using agency. If the Contractor cannot meet the delivery date(s) for the effort as specified in his/her proposal, he/she shall be liable to the State to the sum of \$500.00 per normal work day that such delivery is late. Ten percent (10%) of the contract cost is the maximum amount of liability. These said sums shall be treated as liquidated damages and not a penalty.

#### 6.6 Form of Compensation and Payment

#### 6.7 Term Contract Management - General

All Contractor activities to be performed under all parts of the contract will be accomplished in consultation with, under the direction of, and with the approval of the State's term contract manager. The State's term contract manager will be responsible for the approval of each element of the services and/or service categories in the scope of work.

#### 6.8 Substitution of Personnel or SubContractor

If, during the term of the contract, the Contractor or subcontractor cannot provide the management and on-site supervisory personnel as proposed and requests a substitution, that substitution must be an approved equal or better. The Contractor or sub-contractor will provide detailed resume qualifications and justification which will be forwarded to the State's term contract manager for written approval prior to any personnel substitution. It is acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's bid response proposal.

6.9 No Contractor management or on-site supervisory or management personnel shall be permanently assigned until they have been interviewed and approved by the State's term contract manager. Personnel assigned temporarily during the start-up period must be identified and their functions defined.

6.10 In the event that any of the Contractor's management or on-site supervisory personnel are found to be unacceptable by the State's term contract manager, or are replaced or transferred by the Contractor for any reason, the individual(s) assigned as replacement(s) shall equal or exceed in qualifications and experience the individual(s) proposed by the Contractor in the Contractor's bid response proposal.

6.11 In the event that the prime Contractor desires to substitute a subcontractor, the prime Contractor will identify the organization, officers, and the contractual agreement to be made which will be forwarded to the State's term contract manager and the Director, Division of Purchase and Property for approval prior to the commencement of any work by the recommended substitute subcontractor. Excluding janitorial services as stated in Section 3.2.3 of this RFP.

#### 6.12 Minority/Female Business Subcontracting Utilization Plan

It is the policy of the State of New Jersey pursuant to N.J.S.A. 52:32-17, et seq., Executive Order #84, and N.J.A.C. 17:13-1.1, et seq., that each and every agency, department and instrumentality of

the State that is authorized to award procurement and construction contracts establish a Set-Aside Program in accordance with the goals established in N.J.S.A. 52:32-21 to award at least seven percent (7%) of their contracts to minority businesses and at least three percent (3%) of their contracts to female businesses. These goals may be attained by requiring that a portion of prime contracts be subcontracted to eligible businesses. Consequently, subcontracting goals for minority and female businesses shall apply to this Contract.

The Division of Purchase and Property requires that the Contractor make a good faith effort to award seven percent (7%) of the gross sum bid to eligible businesses meeting the definition of minority business in accordance with N.J.S.A. 52:32-19 et seq. and modified by Executive Order #84 and three percent (3%) of the gross sum bid to eligible businesses meeting the definition of female business in accordance with N.J.S.A. 52:32-19 et seq. and modified by Executive Order #84.

The Contractor is to submit its plan for fulfilling this requirement in accordance with the Notice to Bidders and on the form appended to this RFP.

For purposes of this RFP, and resulting Contract, "Female Business" means a business which has its principal place of business in the State, is independently owned and operated, and at least fifty-one percent (51%) of which is owned and controlled by women; and,

"Minority Business" means a business which has its principal place of business in the State, is independently owned and operated, and at least fifty-one percent (51%) of which is owned and controlled by persons who are African Americans, Latinos or Asian Americans, defined as follows:

African American: A person having origins in any of the black racial groups of Africa.

Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, Caribbean Island or other Spanish culture or origin, regardless of race.

Asian American: A person having origins in any of the original people of the Far East, Southeast Asia, and Indian subcontinent, Hawaii or the Pacific Islands.

Any bid response not containing a completed Minority/Female Business subcontractor Utilization Plan shall be deemed to be non-conforming and thus rejected.

IMPORTANT NOTE REGARDING SET-ASIDE SUBCONTRACTING: As stated above, please be aware that there are two forms pertaining to set-aside subcontracting that are to be returned with your bid. They are entitled "Notice to All Bidders" (two pages) and "Minority/Female Business subcontractor Utilization Plan." Please make sure that these are completed and incorporated with your response proposal.  
Oral Presentation:

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## 7.0 Proposal Preparation and Submission Instructions:

In order to be considered for selection, vendors shall submit a complete response to this RFP. One original and five (5) copies of each proposal shall be submitted to the issuing office. Original should be marked "original" and all copies of the proposal marked "copy". No other distribution of the proposals shall be made by the bidder.

Bidder shall submit their prices on the attached bid sheet. Failure to submit all information requested may result in your bid being considered non-responsive.

7.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of vendor capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

7.2 Each copy of the proposal should be inserted in a 3-ring binder where practical. All documentation submitted with the proposal should be bound in that single volume.

7.3 This request for Proposal (RFP), any addenda and vendors proposal in response to this RFP will form the contract.

7.4 Bidders shall submit with their proposals separate management and labor staffing charts and time schedules covering the contractor's employees for the Justice Complex.

## 7.5 General:

The bid response proposal is the State's primary vehicle for obtaining essential information on which contract award decisions are based.

Bidders are cautioned that their failure to submit the information as required may result in a determination that the bidder's proposal is non-responsive to the RFP requirements. Any qualifying statements by the bidder which effect change(s) to RFP Purchase Standard Terms and Conditions, Special Terms and Conditions, Specifications or other RFP requirements may be regarded as non-responsive. Consequently, the bidder's eligibility for contract award may be jeopardized. Therefore, bidders are encouraged not to take exception to the State's Terms, Conditions or Specifications. In the event that a bidder wishes to take exception to any of the State's Terms, Conditions or Specifications, such exceptions should be detailed in a cover letter to the bid response proposal and must cross reference the applicable RFP page and section reference number.

All instructions contained in the RFP should be met in order to qualify for consideration for award. Proposals which do not meet or comply with all instructions may be considered non-responsive.

The information required to be submitted in response to this RFP has been determined by the using agency and the Purchase Bureau to be essential for use by the State in the bid evaluation and contract award process. The Director will use this information as a basis for his/her determination on contract award(s).

Mere reiterations of RFP services are strongly discouraged as they do not provide insight into the bidder's understanding of and ability to complete the term contract.

IMPORTANT NOTE REGARDING SET-ASIDE SUBCONTRACTING: As stated above, please be aware that there are two forms pertaining to set-aside subcontracting that are to be returned with your bid. They are entitled "Notice to All Bidders" (two pages) and "Minority/Female Business subcontractor Utilization Plan." Please make sure that these are completed and incorporated with your response proposal.

#### 7.6 Proposal Delivery and Identification:

It is the responsibility of the bidder to clearly and properly identify and label his/her bid response proposal to aid the Purchase Bureau in properly handling the bid. The exterior of the bid submission package should be clearly labeled with the solicitation number, correct final bid opening date, and buyer name and solicitation name/description. Anticipate potential delivery delays by allowing adequate time for hand, postal, courier, or other delivery service.

#### 7.7 Unit management and personnel

7.7.1 Each bidder must submit as part of the proposal an organization chart by title including all levels, and a plan for the management and control of the food service facilities at the Justice Complex.

7.7.2 Resume for the proposed director of food service, must be submitted with the bid (see Contractor Data Sheet.) Information to be included on each resume must include but is not limited to the following:

7.7.2.1 The nature of the job the individual held during his tenure to service, such as cook, chef, or management person.

7.7.2.2 The type of establishment at which the individual worked, such as fast-food restaurant, ala carte/family restaurant, ala carte/banquet hall, etc.

7.7.2.4 A breakdown of the duties performed by the individual along with percent of time spent performing each duty.

7.7.2.5 The number and title of employees the individual supervised in each position held.

7.7.3 The contractor must have on its corporate staff a person with significant food service supervisory experience supplemented with an A.A. Degree in institution/hotel administration or allied field. Additional two (2) years of such supervisor experience may be substituted for the A.A. Degree. This person must be assigned to the food service operations covered by this RFP and must meet monthly with the State's designated representative.

7.7.4. The contractor must provide in response to this RFP, at least one (1) full-time director of food services having significant food service supervisory experience whose responsibilities include, but are not limited to, the following:

7.7.4.1 Overall food service personnel and operations at the State Capitol Complex.

7.7.4.2 Primary contact with the State's designated representative.

7.8 Qualification of bidders:

7.8.1 Bidders shall be of known reputation and shall have sufficient qualified personnel and equipment to perform adequately the prescribed service as per specifications.

Bidders shall submit the following information with their bids:

a. The number of years the firm has been performing food service management and operations.

b. Location of the bidder's office that will be responsible for managing this contract.

c. Name(s) and phone number(s) of management personnel to be contacted if problems emergencies occur.

d. List of all governmental or in-plant food services presently being operated by the bidder and their addresses, showing the average number served, and how many years service was rendered in an ala carte cafeteria system.

e. A list of contracts the bidding firm has lost during the last three years with the reason the contract was terminated for each job.

7.9 Other mandatory submittals: (to be submitted with proposal)

Documentation shall include all details of your proposal relating to, but not limited to, the criteria listed above and below.

7.9.1 Statement of bidder's operational experience and general history including an annual report for the previous year of operations.

7.9.2 A detailed outline for the financial proposal including projected operating format you intend to use, with explanations.

7.9.3 The bidder's various policies to indicate the practices, standards techniques, and procedures and how they apply to this operation.

7.9.4 Provide a complete list of entrees, sandwiches, soups and beverages. Includes proposed prices and portions sizes. Portion sizes for protein foods should be specific.

For example:

--Boiled ham and Swiss cheese sandwich 2 oz. ham, 1 oz. cheese

--Stuffed pepper in tomato sauce 6 oz. serving, including 2 oz. of cooked ground beef.



--Baked macaroni and cheese 6 oz. serving, including 2 oz. cheese

--Canned grade A peaches 4 oz. serving

--Canned grade A green beans 4 oz. serving

--Portions that refer to weight before cooking shall be so indicated.

For example:

Grilled cheeseburger 4 oz. (20% fat) ground beef - weight before cooking 1 oz. American cheese 2 oz. bun

7.9.5 Detailed list of any promotional programs to be offered monthly, holidays, and on a regular basis.

7.9.6 Provide a sample copy of financial operation report.

7.9.7 Names of insurance firm from which vendor intends to purchase required insurance.

7.9.8 Resumes' of management personnel (see Contractor Data Sheet)

7.9.9 Copy of the schedule of training sessions, topics covered and method of training.

7.9.10 Sample form to be used for quarterly popularity poll.

Note: Failure to submit all the above documentation shall result in the rejection of your bid.

#### CONTRACTOR DATA SHEET

(To be completed by vendor)

1. The number of years your firm has been performing food services: \_\_\_\_\_
2. How many full-time personnel will be available to work on this contract:  
  
State Capitol Complex \_\_\_\_\_
3. Indicate number of calendar days required after notification of award to assume all contractual duties and responsibilities. \_\_\_\_\_
4. Location of bidder's office that will be responsible for managing this contract.  
  
Name: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
\_\_\_\_\_
5. Name(s) and phone number(s) of management personnel to be contacted if problems or emergencies occur:

Name(s) \_\_\_\_\_

Phone number \_\_\_\_\_

Name(s) \_\_\_\_\_

Phone number \_\_\_\_\_

6. Names of corporate personnel to be assigned to work on this contract including a brief resume concerning their applicable experience in food service.

Name \_\_\_\_\_

Years employed by your firm \_\_\_\_\_

Current position \_\_\_\_\_

Years worked in food service industry \_\_\_\_\_

Resume

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Name \_\_\_\_\_

Years employed by your firm \_\_\_\_\_

Current position \_\_\_\_\_

Years worked in food service industry \_\_\_\_\_

Resume

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7. Name of proposed food service director for the State Capitol Complex including a brief resume. Information to be included is that listed below in addition to that described in section 7.7.2

Food service director

Name \_\_\_\_\_

Years employed by your firm \_\_\_\_\_

Current position \_\_\_\_\_

Years worked in food service industry \_\_\_\_\_

Resume

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8. Please provide a list of all governmental or in-plant clients now under contract with your firm. Include the length of time each contract has been in force and the name of a person with phone number the State may contact for reference. Additionally, give address, average number served daily and if catering service is included.

Client name & address	Length of contract	Average # served	Is catering included?	Name & phone number to
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contact

_____	_____	_____	_____	_____
_____				_____
_____	_____	_____	_____	_____
_____				_____
_____	_____	_____	_____	_____
_____				_____


9. Please provide a listing of contracts your firm has lost during the last three (3) years with reasons for termination.

Client	Reason terminated

10. Bidders are to supply the name, address, phone number and contact person of the firm from which they intend to obtain the required insurance.

Price sheet instructions

Bidders must indicate the guaranteed percentage of gross receipts to be paid to the State on all food service operations for State Capitol Complex, Trenton, NJ as per the terms, conditions and specifications of this RFP. Sales taxes collected are to be excluded when the vendor reimburses the State its percentage of gross sales.

The State reserves the right to request all bidders to explain the method used to arrive at any or all figures.

Important note: All bid prices shall be typed or written in ink. any corrections, erasures or other form of

alteration to percentage figure bid shall be  
initialed by the vendor.

Bidders must indicate a single guaranteed percentage of gross receipts to be paid to the State on gross receipts receipts from all food service operations at the State Capitol Complex on the price sheet. "All food service operations" will mean main dining room and catering functions.